

Accounts Payable Specialist - 1441

Primary Reason Why Classification Exists

To perform responsible administrative support and technical accounting work.

Distinguishing Features of Class

An employee in this class is responsible for accounts payables functions. Emphasis of the work is on verifying, coding, balancing, and otherwise maintaining financial records relating to municipal operations. This classification also serves as a back up to the utilities billing and collections functions and other departments within the City as needed for clerical support. Work is performed with some degree of discretionary judgment, independence, and confidentiality. The classification is nonsupervisory and reports to the Finance Director or other administrative superior and is evaluated on the basis of attainment of individual performance objectives, observation, accuracy of reports, and feedback from other accounting staff.

Illustrative Examples of Work

- Prepares and processes monthly accounts payable including assigning account codes for proper payment; resolves inconsistencies with departmental directors and prepares checks for management signatures
- Analyzes and verifies bookkeeping transactions; documents and posts financial data to accounts or ledgers; makes adjusting and reversing entries in journals and ledgers
- Reconciles individual and organizational accounts; participates in the preparation of quarterly and annual financial statements and reports
- Answers telephones and receptionists duties and processes mail
- Utilizes personal computers, calculators, and other office equipment to perform work
- Drafts reports and calculations for management as part of the annual budget process
- May supervise and/or train entry level accounting technicians or clerical support staff assigned to work unit
- Performs other duties as required

Knowledge, Skills and Abilities

- Considerable knowledge of the organization's financial program, policies, records and related practices
- Knowledge of the concepts and practices of governmental fund accounting
- Knowledge of established bookkeeping and accounting principles and techniques to standard and specialized accounting transactions
- Knowledge of office practices and procedures, business arithmetic, English grammar and sentence structure, and filing and record keeping practices
- Knowledge of computers and common software applications including word processing and spreadsheet applications
- Knowledge of effective interpersonal skills sufficient to communicate, both orally and in writing, with others within and outside the organization to which assigned
- Ability to implement and maintain accounting methods, procedures, forms and records, including processes for internal auditing

- Ability to plan, organize, and prioritize work; ability to prepare and interpret financial reports and statements; ability to make arithmetic calculations quickly and accurately
- Ability to establish and maintain effective working relationships with other employees, governmental officials, and the general public; ability to communicate effectively, both orally and in writing, with other staff, the public, and municipal officials
- Ability to work independently without close supervision and coordinate the work of others
- Ability to use a calculator, personal computer, and other office equipment as required by the position

Physical Requirements

Work in this class is generally sedentary. Work requires some light physical activity such as walking, reaching, stooping and repetitive motion of the wrists, hands, and fingers using dexterity in the hands for typing and operation of standard office equipment. Work also includes the ability to see, hear, talk, and physically move about the office. Visual acuity is necessary to read materials and operate computer terminals and other office equipment.

Working Conditions

Work is performed primarily in an atmospheric controlled environment without exposure to harmful chemicals, personal danger, or other workplace hazards.

Education and Experience

Graduation from high school or GED equivalency supplemented by courses in accounting, business management, or related field; an Associate's degree in accounting is preferred. And at least 3 - 5 years experience in municipal accounting, accounts payables/receivables, and payroll

Special Requirements

A valid North Carolina driver's license (without restrictions)

FLSA Status: Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the City's official work week and not the employee's work schedule)

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.